ANNUAL REPORT

DEPARTMENT OF SPECIAL COLLECTIONS

COLUMBIA UNIVERSITY LIBRARIES

1961 - 1962

1-A

CIRCULATION

MONTHLY STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Special Collections

DATE: 1961/62

	I. USE IN LIBRARY		II. CIRCULATION	
	A. Reserve	B. Non-reserve	A. Reserve	B. Non-reserve
Units	1.Signed 2.Shelving	1.Signed 2.Shelving		
Books		10114		
Unbound periodic				
Vertical file				
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Mss.		13211		
Sub Total		23325		
Grand TOTAL		23325		

III. INTER & INTRA LIBRARY LOANS	
A. Interlib. Loan service	5
B. Local inter. loan service	37
C. Intralib. loan service	1272
D. Photo service	3619
E. Technical service	2286
TOTAL	7219
Attendance Total door count	5169
Attendance Average spot check	
Hours open during month-year	2548
Receipts for rental reserves	

For notes and comments use additional sheet

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Department of Special Collections
Annual Report
July 1, 1961 - June 30, 1962

The Department of Special Collections has enjoyed an especially busy and fruitful year. There have been enormous gains on nearly all fronts of our activity--in our service to readers, in the acquisition of materials by gift and purchase, and in the cataloging of both printed and manuscript collections. In only one major area must we report "no progress"; our public rooms are hopelessly outgrown and outmoded, and the many discussions that have been held during the past year indicate that the prospects for improvement are still quite nebulous.

This is a matter of great concern, not only to the Head and staff of Special Collections, but to the readers who come to us for help, to the donors upon whose benefactions we depend so much, and to the officers of the University whose efforts are directed toward the development of the University and its resources. Columbia--almost alone now among the great institutions of the eastern seaboard--still must apologize for its poor facilities for the service and housing of rare books and manuscripts!

There are several great collections in the New York area that are or may soon be seeking a permanent home. As matters now stand we cannot hope to be considered in the running for these, when even small collections that require anything more than shelf space embarrass our resources. The scheduled departure to new quarters by the Business Library is now barely 18 months away, but as yet no firm plan as to how Special Collections can be benefitted has been placed before the undersigned.

Service to Readers

A glance at the detailed report by Mr. Kenneth Lohf, Assistant Librarian, Reader Services, reveals that while the number of reader visits declined 13% as compared with 1960-61, the number of books used rose 4 1/2%--in other words, the ratio of books to readers increased about 20%, indicating a somewhat more concentrated use. But this is not the real key to the reading-room situation, for our records over recent years indicate that a plateau has been reached in the annual use of

rare books at or near the 10,000 level (see Table I).

The spectacular feature of the past year lies in the fact that use of manuscripts exceeded the use of books!--the first time on record that such a situation has prevailed. Over 13,000 pieces were consulted in 1961/62, an increase of more than 150% over the previous high established in 1960/61 (5,108). We have been predicting this development for several years, basing our contention on (1) the remarkable increase in our holdings, (2) the publicizing of those holdings thrcugh Library Columns, the Hamer list, the L. C. catalog of manuscript collections, and our own printed catalog, and (3) the provision of detailed calendars and similar records in the reading room.

What this comes down to is simply that our function is changing in emphasis from rare books to manuscripts, with increased problems of surveillance and administration. We are doing the best we know how to do with our present facilities in staff and physical equipment, but even now these are inadequate, and they must be improved if our deficiencies are not to become greater as the new emphasis becomes more pronounced.

Growth of the Collections

During the year Special Collections expended $36,475.25 for books, manuscripts, collections, and services such as appraisals, photocopy, and the like. Only about 5% of this ($1,861) was income of the Corporation, the balance representing gift funds and income from endowments. As shown in the accompanying itemization (Table II) the expenditures resulted in the acquisition of 151 printed books (average cost $80), 58 letters, documents, and book manuscripts (averaging $85), 10 collections of books and manuscripts ($1,170 each), 6 appraisals ($77), and $1,256.96 in photocopy, memberships, etc.

Not all of the funds thus spent were allotted directly to Special Collections; this was true especially of Bancroft expenditures, where the amount used (nearly $20,000) far exceeded the budgeted figure ($5,000). And,moreover, many items have found their way into Special Collections after having been paid for from the funds

Table I: Use of Special Collections, 1 July 1946 - 30 June, 1962

	Reader Visits	Books	Mss.	Total Use
1946-7	1,968	no break-down		4,796
1947-8	3,523	" " "		8,399
1948-9	5,776	" " "		12,322
1949-50	5,676	" " "		13,866
1950-1	4,846	10,719	1,111	11,830
1951-2	3,644	8,126	822	8,948
1952-3	4,199	10,269	1,150	11,419
1953-4	3,893	8,994	1,142	10,136
1954-5	4,006	9,034	1,917	10,951
1955-6	4,487	9,626	1,720	11,346
1956-7	4,524	9,721	2,342	12,063
1957-8	4,332	9,086	1,710	10,796
1958-9	4,225	9,016	3,828	12,844
1959-60	6,370	10,488	3,825	14,313
1960-1	5,876	9,629	5,108	14,737
1961-2	5,169	10,114	13,211	23,325
1962-3				
1963-4				

Table II: Purchase of Materials, 1961-62

Fund	Books	Mss.	Collections	Appraisals	Misc.	Total
293: General Corporation	36 1,006.09	8 215.00	2 345.00	2 225.00	70.00	1,861.09
400: Bancroft* Endowed	36 814.20	36 1,026.50	8 15,975.00	4 235.00	1,186.96	19,237.66
482: Smith Endowed	27 3,462.50	5 1,110.00				4,572.50
484: Ulmann Endowed	5 347.50					347.50
497: Lodge Endowed	36 5,143.50	4 1,510.00				6,653.50
533: Friends Gift	1 350.00	4 1,035.00	2 1,400.00			2,785.00
558: Coykendall Gift		1 100.00				100.00
588: Thorndike Gift	10 918.00					918.00
Total	151 12,641.79	58 4,996.50	10* 17,720.00	6 460.00	1,256.96	36,475.25

*The Bancroft Fund was used to assist in the purchase of the Westermann Papers (293:$300) and the Tesla letters (533:$1000). Some of the payments for "Collections" represent part-payments (Jay, $12,000; Hamilton, $1000).

of other divisions.

But large as our expenditures have been, they were far exceeded in value by gifts. In 1961/62 gifts were at the highest dollar-value level since World War II--and were surpassed before then only by such monumental benefactions as the Phoenix bequest in 1881, the Smith gift in 1931, and the Plimpton bequest in 1936. In all, Special Collections proper received 70 gifts ranging in value from $1.00 to $30,300.00, and totalling $163,207.90; and in addition there were seven gifts to Columbiana totalling $5,300.00 in value (no adequate accounting of gifts to Columbiana was kept prior to the present administration). Thus in 77 gifts we acquired materials valued at $168,507.90. The previously recorded high on a similar basis was achieved in 1959/60, when 64 individuals presented materials valued at $97,533.35; not even during the campaign to acquire the Iselin collection of John Jay papers (1956/7) did gifts (129, totalling $112,248.35) approach the present volume. Seven of the past year's gifts reached $10,000 or more in value.

During the period, therefore, Special Collections (including Columbiana) acquired by gift and purchase materials valued at $204,983.15--and purchases accounted for only about a sixth of the total.

One very significant development of the year has not been much publicized, but its effects in the future may be far-reaching and dramatic. In December, 1961, the Council of the Friends established a special book fund, for use by the Libraries to acquire unusual materials outside the scope of the regular allotments. The Council expressed a willingness to maintain this fund at $2,000 by drawing on the resources of the organization as needed, but special contributions by individuals are encouraged. To date one book, four manuscripts, and two collections have been purchased by use of the Friends' fund at a total cost of $2,785.00. The fund at this writing has a credit balance of nearly $3,350.00.

Organization of the Collections

Full details of our progress in this regard are contained in the accompanying report by Miss Alice Bonnell, Curator of Columbiana and Assistant Special Collections Librarian. Some matters, however, deserve underscoring. The report shows that substantial advances have been made in the organization and cataloging of manuscript collections; and it should be remembered in this connection that nearly every full- and part-time member of the Department staff, clerical as well as professional, takes a hand in this essential work. Many small and some large collections are given preliminary listing as part of the acquisition routine (lists are needed when gift appraisals are to be furnished), and even such sketchy lists serve as a means to provide reader access.

One manuscript project of exceptional scope must be mentioned. At the beginning of the report year, the Carnegie Endowment for International Peace allotted $23,000 (to be paid over to the University in four equal installments over two years) to be used to put the Endowment's past files into usable order. The papers had been presented to Columbia in 1953 and had been stored in cartons and transfer files on Deck 14. No reader access to them was possible, and the task of organizing them for use could not be undertaken by the small Special Collections staff. Accordingly, Miss Jane Hannigan was employed on October 1, 1961, to shape up a program and to achieve the organization. The Endowment grant also provided for clerical assistance and for the provision of the necessary supplies. At the present writing completion of the project (originally thought to require two years) is expected by September 15, next. Miss Hannigan has accepted another position as of that date, and will leave only clerical details to be completed after her departure. (She will remain on campus, and will be available for advice when needed.) It goes without saying that the Endowment officials are more than pleased with our accomplishment, and with the prospect that the cost will be about half what was originally envisioned. For our own part, we are happy to be able at last to open the vast resources in the Endowment's files, and to have created a modus operandi which

will stand us in good stead in the future. (There are several equally formidable collections awaiting action: the files of the Institute of Pacific Relations, for example, and those of the Spanish Refugee Society.)

Other notable accomplishments in organization have been:

1. The transfer to Deck 14 of the Columbiana manuscripts, dissertations, etc., made possible by the removal of the Law files.
2. Resumption of cataloging of Graphic Arts and Book Arts materials, halted by the resignation of Miss Joan Baum.
3. Preliminary cataloging of Persian and Arabic works (manuscript and printed) in the Jeffery Collection, by Miss Yvonne Khalil, now nearing completion.
4. Preliminary organization of the Ferrero papers by the donor, Mrs. Bogdan Raditsa.
5. Virtual completion of the organization of the Payne, Tesla, and Van Doren papers, by Mr. Leavenworth.
6. Virtual completion of the cataloging of the John Jay papers (Monaghan) by Miss Lord-Wood, who has also worked ~~worked~~ on a number of smaller collections (Berezowsky, Berlioz, etc.) and has supervised similar work by other staff members.
7. Preliminary organization of the Belmont papers by Mr. Lohf, who, with Mr. Crystal, also completed work on the Adelman papers.
8. Organization of various collections by personnel specially hired for particular projects: Mr. D. F. Petteys to list the Paschal gift of Jay family papers; Mr. P. S. Birnbaum to catalog a collection of Sanskrit manuscripts; Mr. Neil Gold to organize the Olcott papers and to commence work on the newly-acquired Gay papers.

Meanwhile, work is progressing with the Bartlett papers, the Stedman papers (complete), the Daniel Gregory Mason papers, the Charlemagne Tower papers, and the Vanderlip papers.

Exhibitions

Five principal public exhibitions were put on display in the 3rd-floor exhibit Area during the year:

1. 5 July - 31 October 1961. Music in the Columbia Collections.
2. 1 November 1961 - 2 February 1962. The Published Works of Sir Winston Churchill.
3. 15 February - 16 April, 1962. A Gram of Radium; the correspondence of Marie Curie and Marie Mattingly Meloney.
4. 15 February - 16 April, 1962. Letters of Nikola Tesla.
5. 20 April - 25 June, 1962. Scientific Instruments in the David Eugene Smith Collection.

Staff

With the virtual completion of the reorganization of Columbiana, Miss Alice Bonnell accepted the title of "Curator of Columbiana and Assistant Librarian of Special Collections". Miss Bonnell will divide her time between Butler and Low.

Mr. Bernard Crystal was appointed to fill out the time lost to the department by the assignment of part of Miss Bonnell's time to Columbiana, and to utilize the part-time position vacated by the resignation of Miss Joan Baum.

Miss Jane Hannigan (plus clerical assistance) was appointed full-time to organize the Carnegie Endowment papers.

Mr. Coman Leavenworth was appointed on a half-time basis ("Additional") to prepare public exhibitions.

Premises and Equipment

Since December 20, 1960, when the dedication ceremonies were held, the new King's College Room in Columbiana has been functioning as a locus for University hospitality. So satisfactory has it proved, that suggestions for the further improvement of the rest of the Columbiana rooms have been formulated and presented to the President by the Columbiana Committee. It is our understanding that some

of the proposals have been authorized. At the present writing, however, none of the actual remodeling (which will eliminate certain exhibit facilities) has been commenced.

(The removal of East Asian materials from 209 Low has not yet been effected, and accordingly the final reorganization of the Columbiana collections has been deferred.)

In Special Collections proper, fluorescent lighting was installed in the reading room, much improving study conditions there.

A request for window air-conditioners for Room 801 Butler was not granted. This prolongs the time when Miss Cushing, the Russian Archive people, and others perforce stationed there must suffer through the summer heat. Room 801 has a large glass skylight, a fact that enhances its oven-like characteristics from June to October.

The location of the Carnegie project on Deck 14 was necessary, there being no other possible site. But occupants of nearby cubicles have complained of being disturbed by the coming and going of staff members. My feeling, based on past experiences with cubicle occupants, is that many of them tend to be easily disturbed, and that this is often due to a lack of concentration power. Nevertheless, future plans for Special Collections should take into account the fact that the 8th floor is basically a cubicle floor, and that we have a need for internal, insulated work space. Special notice: the Koo and Boulton arrangements will bring related complications.

The removal of the Law collection from Deck 14 has permitted the transfer to Butler of the Columbiana manuscripts and related materials, and has released space for the temporary shelving of "in process" collections--Donovan, Boulton, Belmont, Ladd-Franklin, Jeffery, Hunt, Carnegie, etc.

As matters now stand, all but the western end of Deck 14 is used to house rare and valuable materials, mainly manuscripts. This emphasizes a problem arising out of the occupancy by other divisions of a caged section of the deck. Despite our repeated objections the outside entrance to the caged section is normally left

unlocked and unattended during the working day. Now, no wire caging erected in the stack is burglar proof; anyone with ingenuity and a screw-driver can get past such caging. That unauthorized entry to the caged section has been effected in the past is a matter of record. Because the undersigned lacks the authority to issue an outright order to another department, and the time to police the area, his portion of Deck 14 suffers reduced security.

APPENDIX: TEN-YEAR RESUMÉ
July 1, 1953 - June 30, 1963

A. Status of the Collection

Numerically, the printed-book portion of Special Collections has experienced normal growth over the past decade. On the average, about 2,500 volumes have been added each year, and the census has increased from 190,000 to approximately 215,000. These are net figures: normal accruments through gift, purchase, and transfer are to an extent offset by transfers out of the department--the removal of the Hungarian Reference Library, the elimination of non-rare Seligman items, the transfer of working texts to "Graphic Arts" from the "Book Arts" and "Typographic Library" collections, the continuing weeding-out process going on in the "B","Y" and "Z" collections, etc. The comment here must be that there is much more of such work to be done, and it is sincerely hoped that the next decade will show even greater progress in increasing the degree of selectivity for materials housed in Special Collections.

As regards manuscripts, however,--specifically manuscript collections of letters and documents--the story is very different. In the past decade there has been a dramatic surge in Columbia's acquisition of such materials, both by gift and purchase. More than 40% (154 of 364) of all of our recorded individual collections have been acquired within the past ten years! And when we consider numbers of items, the growth factor of the recent period is enormously greater. Such collections as the Carnegie Endowment papers, the Institute of Pacific Relations papers, the Vanderlip papers, the Nevins papers, etc., are vastly larger than all

but a few of the older acquisitions.

The very nature of Special Collections is being changed by this development, and the decade has seen us become identified as a "manuscript department" to an ever-increasing proportion of our clientele.

B. Organization of the Collections.

We have made great strides in the organization of both printed and manuscript materials. In regard to the former, it will be remembered that in the past large blocs of printed books had been transferred to our care without adequate departmental catalog records, to the endless frustration of our readers and staff. Since there seemed to be no practicable way of rectifying that situation through regular channels, we undertook to do the work ourselves; and we are now able to report that we have now virtually completed it. (Our method was to borrow the Catalog Department shelflist, and type copies from it, as needed.)

At the same time, substantial progress has been made by the Catalog Department in supplying us with records of previously uncataloged collections--Spinoza, Seligman, Typographic Library, Smith, Lodge, etc. In most instances the work is only partially complete, but the progress is nevertheless gratifying both to us and to our reading public.

For manuscripts, the record is even more satisfying. When the influx of collections began, some ten years back, we were, in our inexperience, all but helpless in our attempts to organize the new materials for scholarly use. But we have learned much over the years. Now nearly every staff member on our roster gives some of his time to the work of cataloging manuscripts, and the selection of new personnel takes account of the special talents required for such work. We are by no means up-to-date in our cataloging (there was a huge backlog of inherited work), but we are now committed to it, and we are no longer over-awed by it.

The most notable single achievement of the decade was the publication in 1959 of Manuscript Collections in the Columbia University Libraries, a descriptive list.

This work had been in process for several years, and many members of the department staff had given substantial time to it. The final editing was accomplished by Mr. Kenneth Lohf, working closely with Miss Alice Bonnell and the undersigned. The volume has been widely circulated, both on and off campus, and has brought many readers to our doors. It treated 294 individual collections. At this writing there is already a backlog of more than 75 newly-acquired collections, and a supplemental catalog will soon be needed.

C. Factors in our Growth.

In the annual report of Special Collections for 1959/60 we went into considerable detail about the remarkable burgeoning of gifts of books and manuscripts that had become evident. We pointed out that a number of developments had joined hands to foster such gifts--the reactivation of the Friends in 1950-51, the Graphic Arts program of 1952-3, the Bicentennial activities in 1954, and the John Jay project of 1956-7. "Apparently our well-wishers", we concluded, "have only needed assurance that Columbia University is serious in its desire to add rare books and manuscripts to its collections, appreciates that such materials form an indispensable part of a research library, is sincerely grateful to those who assist us in acquiring them, and--above all--is willing to expend some of its own funds to that end."

A tabulation of benefactions to Special Collections is given in Table III, but these are lifeless statistics. A glance at the following summary of the important materials that have come by gift and purchase during the past decade will give a more vital picture.

1953-4: The Daniel Gregory Mason papers; the Allan Nevins papers (these have been added to subsequently); Mark Twain's letters (36) to Mary Benjamin Rogers.

Purchases: the Gouverneur Morris papers; the Otis Family papers; the Sydney Howard Gay papers.

Table III: Tabulation of Gifts, 1953/4-1962/3

	Gifts	Value	Average
1953-	72	$ 21,809.57	$ 304.
1954-5	50	35,448.00	709.
1955-6	60	27,747.85	457.
1956-7	48	53,112.50	1,106.50
(1956-7)*	(81)*	(59,135.85)*	(730.)
1957-8	55	61,010.25	1,109.
1958-9	58	36,259.15	625.
1959-60	64	97,533.35	1,524.
1960-1	59	77,704.90	1,317.
1961-2	77	168,561.30	2,188.
1962-3			
	543 (av. 60)	$579,421.47 (av. $64,358)	

*Money gifts for John Jay collection. Not counted in totals.

1954-5: Books and manuscripts of George Santayana (with later additions); the Frances Perkins papers; the John Bates Clark papers; the cumulative files of the "50 Books of the Year" (with later additions).

1955-6: Arthur Rackham books and original drawings (with later additions); the Herman Wouk manuscripts.

1956-7: The Otto Rank papers (including 2 Freud mss.); the John Erskine papers (with later additions); letters and manuscripts of Madame Curie (with later additions); the George L. Harrison papers on the Federal Reserve; the George Macy Memorial Collection (cumulative collection of Limited Editions Club publications). Purchases: the John Jay (Iselin) collection.

1957-8: The Solton Engel personal library; the Lewis Corey papers; the Mayor's Court papers; the Winston Churchill collection.

1958-9: The Don Marquis manuscripts; the John Bartlet Brebner papers, the Randolph Somerville library and papers on drama. Purchases: collection of coptic ostraca (later additions).

1959-60: The Henry L. Moore library and papers on econometrics; 150 John Dewey letters to Corinne C. Frost; the Thomas W. Olcott papers on banking; the Mark Van Doren manuscripts (later additions); the George W. Perkins papers on finance, etc.; the Arthur Jeffery papers; John Jay descendants' (6) gifts of Jay papers. Purchases: the Arthur Jeffery library on Koranic studies.

1960-61: The papers of the American and International Institutes of Pacific Relations; the William J. Donovan studies of espionage; the John Howard Payne papers (later additions). Purchases: the Willard Bartlett papers.

1961-2: The Eleanor Robson Belmont books and papers; the Christine Ladd-Franklin papers; the Guglielmo Ferrero papers (later additions); the W. S. Woytinsky collection; the Theodore Dreiser collection of 1st editions; an original portrait of John Jay. Purchases: the Nikola Tesla letters; the John Jay (Monaghan) collection; 70 unpublished letters of Alexander Hamilton.

The wealth of resources for research contained in the above bare listing is untold. There has been no space to dilate on the many prideful individual rarities that have come by gift and by the use of gift funds--the first printed Marco Polo (1477), the third and fourth Shakespeare Folios (completing our set), the building manuscript of Aesop, the von Humboldt Vue des Cordillères, the Barbusse Balzac, the 1829 Al Aaraaf, the Cassini World Map of 1696, Eliot's Indian Bible (1661-3), the 1893 Maggie, the 1520 Libro d'abaco, the first printed Homer in Greek (1488/9), North's Plutarch of 1579, Les Liaisons Dangereuses of 1782, and so on and on. And yet these are books that would grace the shelves of any University Library from coast to coast.

D. Developments in Staff and Premises

Staff. Over the past decade the staff of Special Collections has been strengthened and the staffing pattern has been improved. The appointment of Miss June Lord-Wood at the beginning of the period (June 22, 1953) gave us responsible coverage in the reading room and special talent for the cataloging of manuscript collections. Upon the resignation of Miss Rita Burns in the spring of 1957, Mr. Kenneth Lohf was appointed Readers Services Librarian on April 1. More recently (August 1, 1961), Mr. Bernard Crystal was appointed as Assistant Reference Librarian, and Mr. Osman Leavenworth (appointed 1 July 1960) became Bibliographer (part-time), charged with the preparation of public exhibitions.

Of particular note is the recent reorganization of Columbiana. The resignation of Mr. Milton Halsey Thomas as Curator (Summer, 1959) pinpointed the need for a studied over-view of the whole Columbiana function, and for a root-and-branch revision of the assignment of responsibility for materials and services. Accordingly, Miss Alice Bonnell, Assistant Librarian of Special Collections, was asked to serve as Curator pro tem, charged with carrying out a crash program for putting Columbiana into working order and for formulating a sound program for the future. Special funds were made available by the University to implement the reorganization. As a result,

much of the manuscript material formerly in the Columbiana collections has been transferred to Butler, leaving only such materials as relate directly to the history of the institution, its administration and personnel. At the end of the search program during the past year, Miss Bonnell was offered and has accepted permanent appointment as Curator of Columbiana in addition to her regular duties as Assistant Librarian of Special Collections. She will have one full-time assistant in Columbiana (Miss Carole Carlson) and other part-time help as needed. And with the functions of Columbiana now clarified, its quarters beautified, its holdings recorded, and its personnel knowledgable, sympathetic, and cooperative, we can now look forward confidently to a new era of service in this important division of the University.

During the decade a number of short-term projects were undertaken by means of special grants. The Columbiana project just discussed is an example. Another is the Graphic Arts cataloging project, which uses funds accumulated during the Graphic Arts Development project; it is still unfinished, but progress continues. In 1954-5 a gift fund permitted the experimental appointment for one year of an exhibitions assistant (Mr. John Ettlinger). This worked so well that the arrangement has been continued on a part-time basis, using budgeted funds. Finally, in 1961-2, a cataloging project for the papers of the Carnegie Endowment for International Peace was carried on by means of funds provided by the Endowment (Miss Jane Hannigan and clerical assistance).

Premises. Over the decade there has been no material change in our physical premises, except for the refurbishment of Columbiana. But during the period the complexion of our work and the nature of our collections have changed materially, with the result that quarters which were adequate in 1953/4 are no longer up to the standards expected of a great research library, and already achieved by most of our contemporaries in the area. We stated the situation quite frankly in our annual report of Special Collections for 1959/60:

"The success of our efforts to persuade members of the Friends and others that Columbia needs and welcomes source materials for literary and historical scholarship has caused what was formerly a minor problem to become a major one. Bluntly put, we are once more at the crossroads; we lack the physical facilities to enable us to do a proper job of caring for and making available to students and scholars our growing research resources, commensurate with the acknowledged distinction and potential usefulness of those resources.

"Our physical plant falls short of adequacy in three principal respects. First, we have far outgrown our reading-room. Second, our stack space was not designed with the needs of special materials in mind. Third, we are hampered in our relations with donors and other interested persons by a lack of 'hospitality' facilities and by the relative inaccessibility of our office space."

Further on in that report we remarked that:

"A new building specifically designed as a Special Collections Library would of course go far toward rectifying all these failures at a single stroke, as they have been rectified at Harvard by the Houghton Library, at Indiana by the Lilly Library, and as they shortly will be at Yale by the proposed new construction there. The cost of such a building would run into the millions--and it would still not do precisely the job we want done at Columbia. Temples dedicated to rare books and manuscripts are all very well for institutions whose policies run to such things, but Columbia's 'Special Collections' are here primarily because they provide the materials of scholarship. Because of this primary consideration, we want our Special Collections Library to be, not a separate Holy of Holies, but a contiguous unit of the larger corpus of research materials, consistent with it and part of it."

January 1, 1964, is the scheduled date for the removal of the Business Library from Butler. At that time a general re-assignment of Butler space will be effected, with a consequent reorganization of Butler services. This, it is expected, will permit the relocation of the public rooms of Special Collections--but it will not provide the proper air-conditioning of the stacks or the fire-proofing of the areas where rare books and manuscripts will be housed. Even with better reading-room and office facilities, we will still be far from the goal which must be achieved if we are to stay in the running with our competition in the attraction of gifts of rich research materials.

Accompanying this report are more detailed discussions of our services by Miss Alice Donnell, Mr. Kenneth Lohf, and Mr. Lev Magerovsky.

Respectfully submitted,

Roland Baughman
Head of Special Collections

RB:AQC

II. USE OF THE COLLECTIONS

Kenneth A. Lohf, Assistant Librarian Reader Services

Statistics on reader use of Special Collections during the year continue to indicate a shifting emphasis in the area of research. While the number of reader visits declined slightly (5,169 as compared with 5,876 in 1960/1961) and the use of books rose slightly (10,114 as compared with 9,629 in 1960/1961), the use of manuscripts more than doubled (13,211 as compared with 5,108 in 1960/1961). This considerably increased figure relating to the use of manuscripts reflects not only a greater proportion of readers devoting their research to manuscript materials but also a more precise method of counting the individual items used by readers, as well as continued acquisition and cataloging of manuscript collections. The statistics on manuscript use for the past three years are as follows:

1959/1960 -- 3,825
1960/1961 -- 5,108
1961/1962 -- 13,211

This rise has come about in spite of the fact that staff and facilities have remained relatively unchanged; and it is apparent that, if manuscript use continues to increase (and there is every reason to believe that it will), augmented staff and improved Reading Room facilities for manuscript readers will be necessary to maintain present standards of security and service.

In the area of intermural loans, items sent to the Photographic Services Department have shown a similar rise. 3,611 items were sent this past year as compared with 1,446 during 1960/1961. Once again, it seems very likely that this figure will continue to rise with succeeding years, and it becomes apparent that some quick-copying device may have to be installed in the department to speed the supply of photo-copy for readers and to insure against damage that may incur as the result of excessive and repeated handling of unique materials outside the department.

A major change in the Reading Room during the past year has been the installation of fluorescent lights, an improvement which was largely undertaken because

of the repeated complaints of readers concerning glare and shadow due to the former reflectors used. Two-tube fluorescent units were installed on the outside of the balcony around the room which give a uniform light to the working areas of the room. This improvement has met with the nearly unanimous approval of staff and patrons. As a direct result of the new lighting, the circulation desk area has been re-designed and the librarian's desk has been moved from the balcony to a more advantageous position downstairs behind the circulation desk. This change has enabled the librarian to oversee more directly the operations of the Reading Room and to facilitate and, in many instances, augment reference service to readers. The telephone bridge on the balcony was removed and the telephone in the Reading Room was moved to the librarian's desk, and this change has had a similar effect. The new lighting enabled us to hang six portraits and engravings above the readers' desks, enhancing the appearance of the room.

This year, for the first time, a 10-hour GA was added to the staff for the express purpose of cleaning the books. A hand vacuum cleaner was also ordered and received. Books and shelves in the vaults were cleaned first, followed by the Papyrus and Plimpton rooms. Work has now been commenced on books not in the vaults. It is hoped that this work will proceed on a continuing basis and that it will be possible to vacuum the stack and vault areas at least once each year. Other projects for the year have included: Typing of catalog card records for the Johnson and Phoenix Collections; Arranging and cataloging the file of Smith Portraits of Mathematicians; And moving the manuscript collections and doctoral dissertations from Columbiana to Stack 14.

III. ORGANIZATION AND CARE OF THE COLLECTIONS

Alice H. Bonnell, Assistant Librarian

I - Printed Materials

Acquisitions

The collections have been increased this year by the addition of 2985 new volumes (1904 catalogued and 1081 uncatalogued). Included in this figure are 144 volumes on modernism in arts and letters to be added to the H. M. Barzun Collection, the gift of Dean Jacques Barzun; 131 volumes from the library of the late Hart Crane; 18 titles, many inscribed, by John Erskine, the gift of his daughter, Mrs. Russell Crouse; 41 volumes from the library of Randolph S. Bourne, the gift of Miss Agnes de Lima; the productions of the Limited Editions Club (12 titles) presented by Mrs. George Macy and the 1960 selection of the Fifty Books of the Year from the American Institute of Graphic Arts. Also received were 250 volumes from the Library of Eleanor Robson Belmont (Mrs. August), the gift of Mrs. Belmont and 372 volumes relating to the theatre, the gift of Mrs. Leonidas Westervelt.

The deposit collections have been increased by the addition of 330 volumes to the Medical Library Deposit.

Cataloging

Cataloging of printed materials, as in years past, has included titles from new as well as previous acquisitions. A sharp decline in the number of titles sent for cataloging (1960/61-3118; 1961/62-983) may be accounted for in part by the diversion of cataloging time to other projects (i.e. cataloging Dramatic Library books for O.L. etc.). The actual number of books catalogued in 1961/62 also stands below the figure for the previous year (1960/61 - 3512; 1961/62 - 3099) although the difference here is not so great due to the back-log of books at the Cataloging Department which has been somewhat reduced this year (278 Lodge and 99 Smith titles were returned from this group). Work on the cataloging of the Seligman Library was slowed down by the transfer of Mrs. Neitz's time in November,

December and January to the cataloging of the backlog of books in Columbiana. 569 Seligmann titles were processed in 1961/62 as compared with 738 in 1960/61. The transfer of books in the Science Collections to "B" was also at a slower rate (1960/61 - 264; 1961/62 - 105). Work was resumed on the cataloging of graphic arts materials - 103 titles were transferred from the Typographic Library to Graphic Arts Collection, 76 titles from Book Arts to Graphic Arts and 41 titles from the Typographic Library to Book Arts.

A total of 3099 volumes were catalogued in 1961/62 (413 less than in 1960/61) of which 1904 were new acquisitions and 1195 were from collections previously received. The collections were decreased by the transfer of 369 volumes from the Department.

The cataloging of the Historical Map Collection has been suspended during 1961/62.

Department Holdings - Printed Materials

The total recorded holdings in printed materials stands at 213,009 volumes as of June 30, 1962, an increase of 2616 volumes over the 1960/61 figure. Of these, approximately 58,320 volumes are uncatalogued, or in the process of transfer from other departments (i.e. Science).

II - Manuscripts

Acquisition

The Department's manuscript holdings have been increased by the addition of 195 individual manuscripts and 14 manuscript collections (ca. 25,000 items). The latter included the Nikola Tesla Papers (187), purchased from Mrs. Agnes Holden; the Guglielmo Ferrero Correspondence and Manuscripts (ca. 10,000) the gift of his daughter, Mrs. Nina Ferrero Raditsa; the manuscripts and correspondence of Nicolai T. Berezowsky (ca. 1200) the gift of his wife, Mrs. Judith Randal; the correspondence and papers of Eleanor Robson Belmont (Mrs. August) (ca. 2250) the gift of Mrs. Belmont; the Christine Ladd-Franklin papers; the professional

correspondence of William L. Westermann, Professor of History at Columbia; and the correspondence and papers of Walter L. Dorn, likewise Professor of History at Columbia, the gift of his daughter, Mrs. Ellen Dorn Warburton, bringing the total number of collections to 358. Additions totalling about 13,000 items were made to the Hart Crane, Erskine, Barzun, John Jay, John O. Given, Santayana, John Howard Payne, William Meloney, Mark Van Doren, Millen Brand, Curtis Hidden Page and William J. Donovan Collections. The Authors' Manuscript Collection was increased by gifts (5) from Albert Maltz (3), Herman Ausubel and Rosalyn Tureck. The Oral History Research Office filed 49 memoirs or Reminiscences including those of Philip Hofer, Vice Admiral Walter P. Anderson, Horace M. Albright, Carl Van Vechten, Isabel Maitland Stewart, Judge Thurman Arnold, Ordway Tead, Harry Gideonse, Cyrus H. Peake, Alfred A. Knopf and Admiral Thomas C. Kinkead. Additions were made to the previously received memoir of Spruille Braden. Other materials added to the Collections were 75 portrait prints, the gift of Harry G. Friedman, about 250 phonograph records of compositions by Hector Berlioz and other musicians, the gift of Dean Jacques Barzun. Among the interesting bindings acquired are a group of several by Rivière and Sons in the Belmont gift; one by H. Walther, dark blue morocco, gilt on Photius Myriobiblon, 1653. This is the first Walther binding recorded for the Columbia University Libraries. Also received was a fine amateur binding by Mrs. Sinclair Hamilton.

Cataloging

5611 letters and documents were sorted, indexed and filed for 19 collections including the Mark Van Doren Papers, the John Jay Papers, the Santayana Collection, the Dramatic Library Collection, the Frank A. Vanderlip Papers, the Edmund A. Stedman Correspondence, the Nicolai Berezowsky Papers, the Adelman Collection, the Don Marquis Correspondence and the General Manuscript Collection. 34 book manuscripts were processed, 13 ("X" collection) received in the regular routine from the Cataloging Department, and 21 indexed in Special Collections.

As can be seen by the figures (1961/62 - 5611; 1960/61 - 25,092) the cataloging of manuscripts has proceeded at a much slower rate this year. Many causes could be assigned to this, but two seem to have the most significance - the increased reader use of Special Collections, especially manuscripts, (which involves the time of the whole staff) and the fact that much preliminary sorting in various collections has taken place (John Jay, Kenyon Cox, Berezowsky, Otis-Cox, etc.) but final indexing and filing is yet to be done.

The Archives of the Carnegie Endowment for International Peace

In September 1961, under a grant from the Carnegie Endowment for International Peace, Miss Jane Hannigan was appointed to sort and catalogue the files of the Endowment, previously presented to Columbia. "As of July 1, 1962" Miss Hannigan reports "the collection has been sorted and approximately one half of the material has been catalogued and arranged for final typing and numbering." The scheme of classification is by subject with a chronological arrangement within each. Duplicates and some non-essential materials have been laid aside for consideration for discard. Letters of important people have been Xeroxed, the Xerox copy retained in the general file and the original transferred to a special file. In order to be able to use the Collection a calendar-type guide and index is being prepared. "At the current rate of progress, cataloging will be complete by mid-September 1962."

III - Binding

The problem of bookbinding and repair in Special Collections is an ever present one with the amount of work which needs to be done always far in excess of available funds and staff time in the Binding Department. Mr. William Stolzman has continued this year to provide Special Collections with superior bindings at relatively low cost. He has likewise skillfully repaired some of the fine leather bindings.

585 volumes were sent to the commercial binder in 1961/62 (as compared with

741 in 1960/61) of which 103 volumes were Master's Essays. 1449 leaves were laminated and 713 volumes sent for board portfolio, pamphlet binding and minor repairs. This latter figure shows considerable falling off from 1960/61 (1237) due to the fact that for several months this year the Binding Department was unable to handle any of this sort of work.

Book Oiling

67 leather bindings were oiled and polished during the year.

Catalog Records

Catalogue card records were made this year for the Johnson and Phoenix Collections, giving Special Collections, for the first time, complete listings of these collections in the four catalogs (main catalog, shelflist, stack list, and Chronological list) maintained in the Department.

IV. - STATISTICAL APPENDIX

Alice H. Bonnell, Assistant Librarian

	1958/59	1959/60	1960/61	1961/62
Reader Visits	4225	6370	5876	5169
Use on Premises	12844	14313	14737	23325
[illegible] Materials	(9016)	(10488)	(9629)	(10114)
Manuscripts	(3828)	(3825)	(5108)	(13211)
Intramural loan	2528	[illegible]	3263	4891
Local Interlibrary Loan . .	19	12	41	37
Interlibrary Loan	----	----	----	5
Circulation	9	2	----	----
Cataloging Department . . .	(2196)	(2004)	(3118)	(983)
Binding Department	(1842)	(1537)	(1978)	(1303)
Total Use	14900	16481	18060	28258

(Figures in parenthesis are not included in the totals)

Growth of the Collections

I - Printed Materials

New Acquisitions Catalogued 1904

"A"	671
"B" (Doc. diss.)	139
"B" (Doc. cata.)	79
[illegible], Park	5
[illegible]	119
Columbiana (Doc. diss)	141
[illegible] Master's Essays)	103
Dramatic Library	527
Epstein	4
Howard	4
Jeanne d'Arc	8
Johnson	3
[illegible]	29
[illegible]	41
Papyrus and Epigraphy	1
Phoenix	2
Reference	25

Previous Acquisitions Catalogued 1195

"B" (from Science)	105
"B" (from "Y")	29
"D" (from Presbis)	131
Lodge	249
Montgomery	11
[illegible]	569
Smith	99

[illegible] Uncatalogued 1081

[illegible] - Fifty Books 1960 50
[illegible], H.M. 144
[illegible] 250
[illegible] 41
[illegible], H. 131
[illegible] 18
[illegible] 7
[illegible] 4
[illegible] 25
[illegible] 372

[illegible] Collections - Additions to 330

Medical Library 330

Transferred from Special Collections 369

Typographic Library to General Library . . . 49
Typographic Library to Graphic Arts 103
[illegible] to Graphic Arts 76
[illegible] to School of Library Service . . . 59
"Y" to General Library 82

Total recorded holdings - Printed Materials-6/30/61 210,393

New acquisitions catalogued 1904
New acquisitions uncatalogued 1081

Transferred from Special Collections . . 369

Total recorded holdings - Printed Materials-6/30/62 213,009

II - Manuscripts and Manuscript Collections

New Accessions

Individual manuscripts 195
Book manuscripts 20
Letters and documents 175
Manuscript Collections . . . . . 14 (ca. 25,000 items)
Additions to collections (16) previously received ... ca. 13000 items.
Authors' manuscripts 5
Oral History Research Office - reminiscences . 71

Manuscripts processed 5645

Book manuscripts 34
"Y" (processed in Cataloging Dept) . . 13
Gen Mss (processed in Spec Coll.) . . . 21

Individual manuscripts (letters and documents 5611
(processed in Spec Coll for 19 collections)

Carnegie Endowment Archives . . . . . ca 7500

Total recorded holdings - Manuscripts - 6/30/62

"X"	2368
General Manuscript (books)	77
Near Eastern	436
Indic	331
Ledge	19
Plimpton (De Ricci)	319
Smith (De Ricci)	50
Montgomery	ca700
Phoenix	23
Seligman	122
Manuscript Collections	358

III - Other Materials received

Portrait prints	75
Cuneiform tablets	3
Cylinder seal	1
Phonograph records	ca 250 disks

IV - Number of titles for which catalogue cards have been received ... 2441
(each title has a minimum of four cards)

V - Books oiled and polished ... 62

CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES
LIBRARY Columbia

DATE: 1961/62

	I. USE IN LIBRARY		II. CIRCULATION	
	A. RESERVE	B. NON-RESERVE	A. RESERVE	B. NON-RESERVE
	1. Signed 2. Shelving	1. Signed 2. Shelving		
Books		1136		12
Unbound Periodicals				
Vertical File		122		
Graphic Materials				
Micro-film				
Phonograph Records				
Catalogs				
Rental Reserve				
Mss.		628		
Sub-Total		1876		12
Grand TOTAL				

III. Inter & Intra Library Loans	
A. Interlib. Loan Service	0
B. Local Inter. Loan Service	0
C. Intralib. Loan Service	296
D. Photo. Service	715
E. Technical Service	436
TOTAL	1447

Attendance: Total Door Count	Visitors-2180 Readers-606
Attendance: Average Spot Check	
Times of Spot Check	
Hours Open During Month	932
Receipts for Rental Reserves	

For notes and comments use additional sheet.

R36(460)M

V. - COLUMBIANA

Alice M. Bonnell, Curator

	1958/59	1959/60	1960/61	1961/6
Reader Visits	534	479	322	606
Visitors	1126	702	677	2100
Use on Premises	2170	1407	1146	1876
Books	(1526)	(664)	(607)	(1126)
Manuscripts	(644)	(485)	(410)	(628)
Vertical File	No count	(260)	(129)	(122)
Intramural Loan	No count	257	154	1011
Local Interlibrary Loan	"	2	5	0
Interlibrary Loan	"	8	0	0
Circulation	"	0	23	12
Cataloging Department	"	(55)	(89)	(362)
Binding Department	"	(97)	(13)	(74)
Total	2170	1667	1328	2899

(Figures in parenthesis not included in the totals)

Growth of the Collections

I - Printed Materials

New acquisitions catalogued 10
Previous acquisitions catalogued 376
New acquisitions uncatalogued 18
Additions to Duplicate Collections 125
Additions to Vertical File (Gifts) 63

Transferred from Columbiana 6700
To Gifts and Exchanges (Lane) 75
To Columbiana Duplicates 225
To Special Collections 6400
Doctoral Dissertations 6250
Miscellaneous titles 150

Total recorded holdings - Printed Material 6/30/61 19781
(does not include duplicate materials)

New acquisitions catalogued 10
New acquisitions uncatalogued 18

Transferred from Columbiana 6700

Total recorded holdings - Printed materials 6/30/62 13109
(does not include duplicate materials)

II - Manuscripts

Acquisitions

Individual manuscripts 9
Manuscript Collections 2
Additions to manuscript collections 8

Processed:

Individual manuscripts 1053
Book Manuscripts 5

Total recorded holdings - Manuscripts 6/30/61
Manuscript collections 58
Book Manuscripts 138

Transferred to Special Collections
Manuscript Collections 56
Book Manuscripts 10

Total recorded holdings - Manuscripts 6/30/62
Manuscript collections 2
Book Manuscripts 128

III - Other materials received

Pictures 55
Medals 5
Academic robes 2
Diplomas 1
Scrapbook 3
Medicine chest 1
Memorabilia 75

On October 1, 1961 the staff of the International Fellows Program moved from Columbiana to the new Law School Building, releasing the office and portions of the Reading Room for Library use again. The result of the return to a quiet, library atmosphere in the Reading Room and the increased space available for staff and readers may be traced in the statistics for this year which show a marked increase both in number of readers and use of materials over the last two years.

I - Organization and Care of the Collections

1 - Cataloging

Printed Materials

386 books were catalogued in 1961/62, 10 Of which were new acquisitions, the remainder from previous holdings. Between 600 and 700 books remain to be checked for addition to the collections, to the duplicate file or for discard from Columbiana.

News Releases and daily clippings

Materials relating to Columbia in every aspect are clipped daily from the New York Times and Herald Tribune mounted and filed. Duplicate issues of the Spectator and other student newspapers are also clipped. News Releases (from the University News Office) received on an average of two or three each day, are indexed and filed as an adjunct to the clipping file since a portion of these releases are later published.

Manuscripts

1030 individual manuscripts were sorted, indexed and filed for five collections including John W. Burgess, F. A. P. Barnard, Hamilton Fish, College Papers and the General Manuscript Collection. Five book manuscripts were indexed and filed. This figure does not include the material sorted and arranged for the Nicholas Murray Butler Papers as this is a preliminary step and not the final arrangement. Manuscripts were processed at a slower rate this year (1960/61 - 3414; 1961/62 - 1058) due to increased activity in the

Reading Room, the tranfer of large portions of the collections to Special Collections, and, as of January 1, the division of the Curator's time between Special Collections and Columbiana.

2 - Transfer of materials from Columbiana

Doctoral Dissertations

In March the Columbiana copies of doctoral dissertations completed before 1950 were transferred to Special Collections, to be combined with the file of dissertations already located there. All records in Columbiana files were transferred with the books. This decreases the holdings of Columbiana printed materials by 6250 volumes.

Miscellaneous printed volumes

In checking titles for selection for cataloging, some were found to be duplicates, some unrelated to Columbiana, etc. 75 of these were sent to Gifts and Exchanges, 150 to Special Collections and 225 to Columbiana duplicate collections, thus decreasing the recorded holdings by 450 volumes.

Manuscripts and Manuscript Collections

In March all manuscript collections except the Nicholas Murray Butler Papers, a portion of the Burgess Papers and the Pupin Papers (which are being processed) were transferred to Special Collections where they will be serviced in conjunction with the bulk of manuscripts in the University, and be available to scholars for more hours each week. 56 collections and 10 book manuscripts were transferred.

3 - Binding

Little in the way of binding except for portfolio boards protection (74) has been undertaken this year, although there is considerable work to be done. Of first importance in this line are the books which constitute the King's College Library collection. About 30 of these leather bindings are in need of repair to varying degrees (1) to preserve them from further disintegration and (2) to improve their appearance as they are on display in the

King's College Room.

4 - Book Oiling

35 leather bindings were oiled and polished this year.

II - Additions to the Collections

Additions have been made to the collections chiefly through gift or transfer from other parts of the University. Among those received this year were nine boxes of the Correspondence of the Department of History (1923-59) transferred by Professor Henry Graff; eight metallurgical scrapbooks to be added to the Henry M. Howe collection, from the office of George Kehl; a travelling medicine chest, oce the property of Dr. John Torrey, MD 1818 (Professor of Chemistry and Trustee of Columbia College) presented by Mrs. Hudson Millar; Honorary doctoral hood presented to Oscar Hammerstein II by Columbia University, the gift of Mrs. Oscar Hammerstein II; Working notebooks of Bashford Dean, Professor of Zoology(1891-1928) and Armin Kohl Lobeck, Professor of Geology (1929-1954) from the Natural Sciences Library; Ledger and correspondence relating to the raising of contributions for the Botany Department, from the Botany Department; Diploma of Jotham Post, AB 1840, presented by Mrs. Harold E. Herrick; College notebook of Judge Willard Bartlett, AB 1869, presented by Thomas O. Fitzgibbon; from Edmund A. Prentis, five medals and pins awarded him (Hamilton and Egleston medals; crosed Hammers (pin) Theta Tau fraternity pin and Columbia Camp "Owls" key; from Robert D. L. Gardiner AB 1934, Memorandum from the Trustees of Columbia College to the Legislature of the State of New York (petitioning for more funds) 1792, signed by James Duane and Robert Harpur. (manuscript).

King's College Room

The King's College Room was the recipient this year of several outstanding gifts. Mr. Edmund Astley Prentis and Mrs. Katherine Prentis Murphy presented a frame of five silhouettes of early Columbia Presidents, made in Peale's Museum about 1790-1810, and a pastel portrait of John Jay, attributed to

to Robert Sage Pine, about 1784. Ralph Thomas, Librarian of the New Haven Colony Historical Society, presented a copy of A Sermon preached at the Coronation of King George III and Queen Charlotte, September 22, 1762 by Robert, Lord Bishop of Sarum, Boston ... 1762 to be placed in the King's College Room.

III - Uses of the Collections

In 606 Reader Visits 2899 items were used from the Columbiana Collections. Of these, 1126 books and 628 folders of manuscripts were used in the Reading Room; 1011 items were loaned, chiefly to the Photograph Division for reproduction for Professor Lindsay Rogers, biographer of Nicholas Murray Butler; 12 books were loaned directly to Professor Rogers. This represents a considerable increase both in Reader Visits and in materials used over the preceding year (1960/61 - 607 books and 410 folders of mss.), traceable in part at least, to better study conditions in the Reading Room and additional work space regained when the International Fellows Program acquired new quarters.

Chief among the users of the printed materials have been Mr. George Keller, Editor of Columbia College Today and his staff, various members of the News Office staff, staff of the Columbia College Fund and the Alumni Federation Offices, various individual alumni, College Students and Officers of the University. Harold Grant, Ph. D. candidate at Teachers College and Dr. Harold Speert, College of Physicians and Surgeons, also made extensive use of the collections.

The books most often requested are the issues of the Bulletin of Information, the Spectator, the Columbian and student and faculty directories. The clipping file is in daily use to answer questions both in the Reading Room and by telephone and letter.

In the manuscript area, the Nicholas Murray Butler Papers were most in demand. James A. Hewes and Henriette Schloss, research workers for Professor Lindsay

Rogers, [illegible] daily use of the Butler Papers from July 1 to March 1 and Richard Whittemore, West Washington College of Education, returned to check references and examine additional materials. In addition, four College seniors received permission from the Vice-President to consult the Butler Papers for material for their senior seminar essays. Other users of manuscripts were Mr. D. L. Pearce of Hunter College to use the Seth Low and Thomas S. Fiske Papers, Professor Carleton Bowyer of Kansas State Teachers College to use the Woodbridge Papers, Calvin S. Davis of Denver, Colorado, to use the Seth Low Papers for the election of 1900, Miss Sondra Herman, Ph.D. candidate at Rutgers, to use the Franklin H. Giddings Papers, Mr. M. L. Gitelson to use the Jonathan Nathan and Cardozo Papers, Dr. Lloyd Hawes, Faulkner Hospital, Jamaica Plain, to use the Pupin materials relating to early x-rays and Miss Julia Thompson, private researcher, to use the Van Schaack Papers for material on Yates Lansing.

Loans

1011 items were loaned from the collections, chiefly to Photograph Division and the Officers of Administration in Low Memorial Library.

Exhibitions

Columbiana

Exhibitions were arranged in Columbiana for the 75th anniversary of the birth of Joyce Kilmer; for a display of the original government contract with Columbia University for atomic research and its related documents, now de-classified; Christmas at Columbia; for the 175th anniversary of the adoption of the Constitution (U. S.) and Columbia's part in it; Aetna sketches of events in Columbia's history; and for the Bancroft and Hamilton Dinners.

Rotunda

Displays were also mounted in the Rotunda of Low Memorial Library for the memorial meeting for Percival Mallon Symonds (September 1), for the Bancroft and Hamilton Dinners, and as fillers between other exhibitions.

Other

At the request of Mr. Frank Safran, Executive secretary of the Association of the Alumni of Columbia College, an exhibition of Columbiana materials was arranged in Ferris Booth Hall and Columbiana for Dean's Day, February 10.

Visitors

Columbiana, as the historical center of the University, receives, in addition to readers, many visitors each year. This year 2100 are recorded as against 677 in 1960/61. Visitors come singly and in tours of sometimes of 25 to 30 people, and casual passersby and others with a lively interest in Columbiana. The staff of the library is on call constantly for greetings and information.

The King's College Room

The King's College Room is the major attraction for tourists and other visitors to Columbiana. Besides its daily availability during library hours, it has been open for special occasions during the year - The John Jay Associates Dinner, October 2; the Cabot Awards Dinner; the President's reception to new faculty and staff, October 26; Dean's Day - Columbia College (reception) February 10; Alexander Hamilton Dinner April 11; Bancroft Dinner April 18. The room continues to delight both those who see it for the first time, and those who return to enjoy it a second or third time.

Additions to the contents made this year have been detailed elsewhere in this report.

Staff

Columbiana has been very fortunate in its staff during 1961/62. Carolle Carlson, C'54 full-time assistant, and Carole Rogel and Richard Jones, G.A. part-time assistant, have contributed largely to whatever progress has been made this year in ordering and servicing Columbiana materials.

VI. Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1961-June 30, 1962.
Lev F. Magerovsky, Curator

General.

The Archive is well known to the entire East European emigration as the central depository of historical materials. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners or custodians of accepted materials, and that the Archive never pursues any political goals, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purposes.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researchist-historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 29 colls.

Manuscripts (mostly memoirs) -81 mss.

Epistolary collections - 10.

Special collection of various materials - 24.
Of these materials, 76 per cent were acquired on a gift [illegible]
[illegible] 24 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every one of the materials acquired was the result of an extensive search and lengthy correspondence.

Resumes.

Each acquisition was based on a resume (summary) concerning its nature and value. The number of these resumes totalled about 120 for this year.

Subject and Person Card Index.

As soon as the acquired materials were read, cards were made out for them to constitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mosely, there were in the current year 51 Columbia University students visits. They used the materials pertaining to the Russo-Japanese relations in 1906 - 1939; the Tsarist diplomacy in the Far East in 1906-1917; the economic and financial policy of V.N.Kokovtsev

and P.L.Bark (1906-1917); Julius Martov and the Menshevik party; the life and work of I.G.Tseretelli and P.A.Garvi; the Communist party and the industrialization of the U.S.S.R. in 1945-1960; the white Armies and the Allied Intervention in 1918-1920; the social conditione of Eastern Europe in the post-war period (1945-1956).

Non-Columbia University scholars paid 35 visits. They used the collectione and materials pertaining to the following subjects: Gen.Iudenich's policy toward Finland, Estonia, and Latvia (1919); Lenin and the Communist Party in the NEP period; Chinese Communism and the Russo-Chinese relations in 1917-1960; economic developments in the U.S.S.R. during 1925-1950; the C.P. of the Ukrainian S.S.R.; education of the Communist Party Cadres; the Soviet higher education; the kolkhozes in the post-Stalin era (1953 - 19600.

Prospects for the Coming Year.

Grounds have already been prepared for the acquisition of many new materials which will enter the Archive within the comming year.

Lev F. Magerovsky.

Lev F. Magerovsky
Curator, Archive of Russian and East European
History and Culture.

Table I: Use of Special Collections, 1 July 1946 - 30 June, 1962

	Reader Visits	Books	Mss.	Total Use
1946-7	1,968	no break-down		4,796
1947-8	3,523	" " "		8,399
1948-9	5,776	" " "		12,322
1949-50	5,676	" " "		13,866
1950-1	4,846	10,719	1,111	11,830
1951-2	3,644	8,126	822	8,948
1952-3	4,199	10,269	1,150	11,419
1953-4	3,893	8,994	1,142	10,136
1954-5	4,006	9,034	1,917	10,951
1955-6	4,487	9,626	1,720	11,346
1956-7	4,584	9,721	2,342	12,063
1957-8	4,332	9,086	1,710	10,796
1958-9	4,225	9,016	3,828	12,844
1959-60	6,370	10,488	3,825	14,313
1960-1	5,876	9,629	5,108	14,737
1961-2	5,169	10,114	13,211	23,325

Table II: Purchase of Materials, 1961-62

Fund	Books	Mss.	Collections	Appraisals	Misc.	Total
293: General Corporation	36 1,006.09	8 215.00	2 345.00	2 225.00	70.00	1,861.09
400: Bancroft Endowed	36 814.20	36 1,026.50	8 15,975.00	4 235.00	1,186.96	19,237.66
482: Smith Endowed	27 3,462.50	5 1,110.00				4,572.50
484: Ulmann Endowed	5 347.50					347.50
497: Lodge Endowed	36 5,143.50	4 1,510.00				6,653.50
533: Friends Gift	1 350.00	4 1,035.00	2 1,400.00			2,785.00
558: Coykendall Gift		1 100.00				100.00
588: Thorndike Gift	10 918.00					918.00
Total	151 12,641.79	58 4,996.50	10* 17,720.00	6 460.00	1,256.96	36,475.25

*The Bancroft Fund was used to assist in the purchase of the Westermann Papers (293:$300) and the Tesla letters (533:$1000). Some of the payments for "Collections" represent part-payments (Jay, $12,000; Hamilton, $1000).

Special Collections
Uncatalogued Books and Serials
June 30, 1962

A.L.C.A. (Fifty Books of the Year) 1923-1960		1900
Barzun		144 +50
Benjamin, William		199
Benjamin, Henry Rogers		296
Bechtel		130 - 36
Belmont		250 - 69
Berol		596 +
Churchill (Longwell)	6/30/61 - 191	
	Acquired 1961/1962 - 4	
	6/30/62	195
Conway		162
Coykendall (oriental)		332
Crane, Hart	6/30/61 - 38	
	Acquired 1961-1962 -131	
	6/30/62	269
Crane, Stephen		105
Dale		1000
Donovan		900
Engel		70
Erskine	6/30/61 - 53	
	Acquired 1961/1962 - 18	
	6/30/62	71
Harris-Oliphant		116
Harrison, C. L.		400 books
		500 pams.
Hill		150
Hitchcock		88
Jeffrey		500
Jones, T.S.		294 - 141
Kent		2023
Lodge	6/30/61 - 1096	+ 48
	Acquired 1961-1962 - 29	- 64
	Catalogued " - 278	
	6/30/62	847
Moore		3000
Nevins		1000
Plimpton		11041
Prentis	6/30/61 - 225	- 111
	Catalogued 1961-1962 - 133	
	6/30/62	92
Salmans Purchase		160
Samuels (Dreiser)		75 + 73 + 12
Science (transfer)	6/30/61 - 1911	- 93
	Transferred 1961-1962 - 105	
	6/30/62	1806
Seligman	6/30/61 - 13408	
	Catalogued 1961-1962 - 569	
	6/30/62	12839 - 579
Smith	6/30/61 - 8274	
	Acquired 1961-1962 - 25	+ 6
	Catalogued 1961-1962 - 99	- 12
	6/30/62	8200
Somerville		1596

Typographic	6/30/61 -	10955	
	Catalogued 1961-1962 -	41	
	Transferred " -	152	— 1007
	6/30/62		10762
Westervelt			372 - 94
Witmark			62
Wood			400 - 293
Barnouw			162
	Total		63442

Serials

Park Benjamin	168
Coykendall	7
Kilroe	110
Typographic	24?